



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Guidance on Department of Defense Deferred Resignation Program

The Secretary of Defense directed the Department of Defense (DoD) to conduct its own Deferred Resignation Program (DRP) and offer Voluntary Early Retirement Authority (VERA) to all eligible civilian employees.¹ The DoD DRP provides a generous opportunity for employees to enter a paid leave status for several months, prior to resigning or retiring. Employees pending approval or approved for the DoD DRP will not be subject to Return to In-Person Work requirements. The DoD DRP will generally adopt the voluntary separation framework established by the Office of Personnel Management (OPM) DRP, with the modifications detailed in this memorandum.

Principal Staff Assistants (PSAs) and DoD Component heads will administer the DoD DRP and VERA for their respective employees. Exemptions to DRP should be rare. PSAs and DoD Component heads are authorized to exempt mission critical positions prior to offering the DoD DRP and VERA, and to disapprove employee requests to participate, subject to the following:

- The Secretaries of the Military Departments must obtain the concurrence of the Chairman of the Joint Chiefs of Staff (CJCS) prior to exempting employees assigned to a Combatant Command or a CJCS controlled activity; and
- The Directors of the Defense Agencies and DoD Field Activities (DAFAs) must obtain the concurrence of their controlling PSA prior to exempting employees of a DAFA under the authority, direction, and control of the PSA.

PSAs and DoD Component heads will ensure that all eligible employees in their respective organizations are notified of the availability of DoD DRP and VERA, and are provided a means to elect to participate.

PSAs and DoD Component heads will conduct the analysis required by 10 U.S.C. § 129a when determining which positions will be exempt. They should also consider the loss of that position's impact on readiness and the performance of mission essential functions. In addition, PSAs and DoD Component heads will develop procedures to offer the DoD DRP and VERA to

¹ Secretary of Defense Memorandum, "Initiating the Workforce Acceleration & Recapitalization Initiative," March 28, 2025.

their respective workforces. These procedures will ensure consistency, to the maximum extent possible, among similarly situated employees.

PSAs and DoD Component heads will offer the DoD DRP from April 7, 2025 through April 14, 2025. An employee may elect retirement pursuant to VERA without participating in the DoD DRP. Employees approved for the DoD DRP or VERA must leave Federal service by September 30, 2025.

The DoD DRP is not available for Non-Appropriated Fund employees, Foreign Local National employees, Dual-Status Military Technicians, Highly Qualified Experts, and Re-Employed Annuitants. Probationary employees are eligible to participate in the DoD DRP.

Employees participating in the DoD DRP will begin administrative leave no earlier than May 1, 2025. Before beginning administrative leave, employees must enter a written agreement to resign or retire by September 30, 2025. Retiring employees will not be permitted to extend until December 31, 2025. Where appropriate, management may agree not to establish a debt for unfulfilled time-in-service requirements.

The Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)) will publish Frequently Asked Questions and Answers concerning the DoD DRP and a template agreement to the following website:
<https://www.dcpas.osd.mil/hottopics/executive-orders-and-presidential-memorandums>.

Beginning April 21, 2025, the Office of the DASD(CPP) will collect weekly status reports concerning the DoD DRP in addition to, and separate from, reports concerning the OPM directed DRP. Thank you for your continued support in executing the Secretary of Defense-directed strategic reductions as the Department prioritizes rebuilding our military, reviving the warrior ethos, and delivering maximum deterrence. My point of contact for this memorandum is Mr. Zev Goldrich, Acting DASD(CPP), at zev.n.goldrich.civ@mail.mil or (703) 571-9284.



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Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness